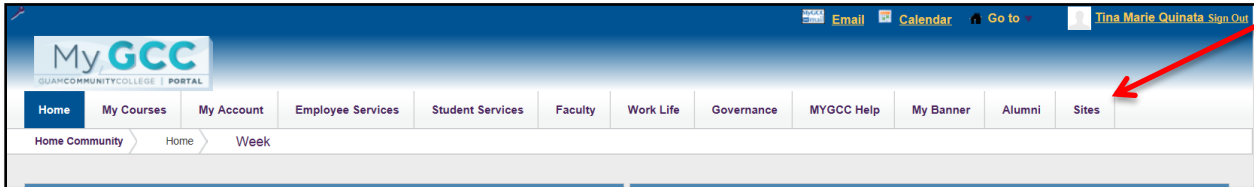


CURRICULUM REVIEW PROCESS QUICK GUIDE

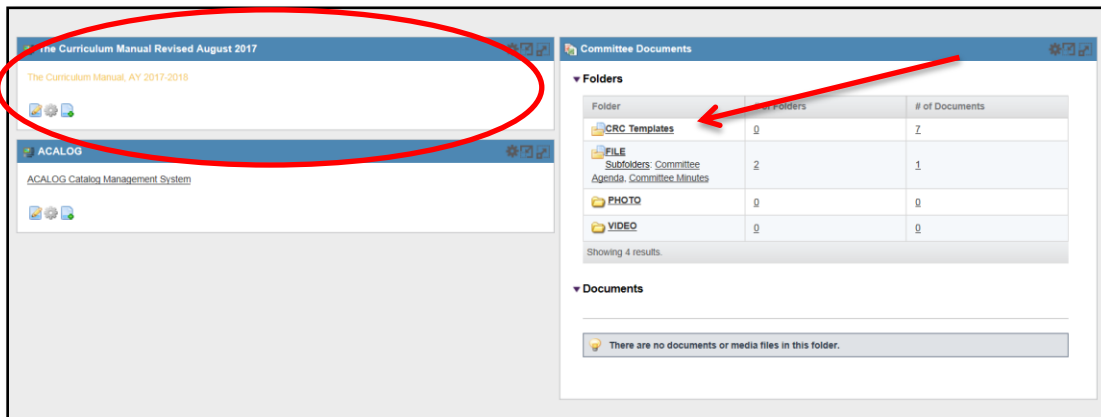
ACALOG for Authors

PART I: ACCESSING AND COMPLETING TEMPLATES

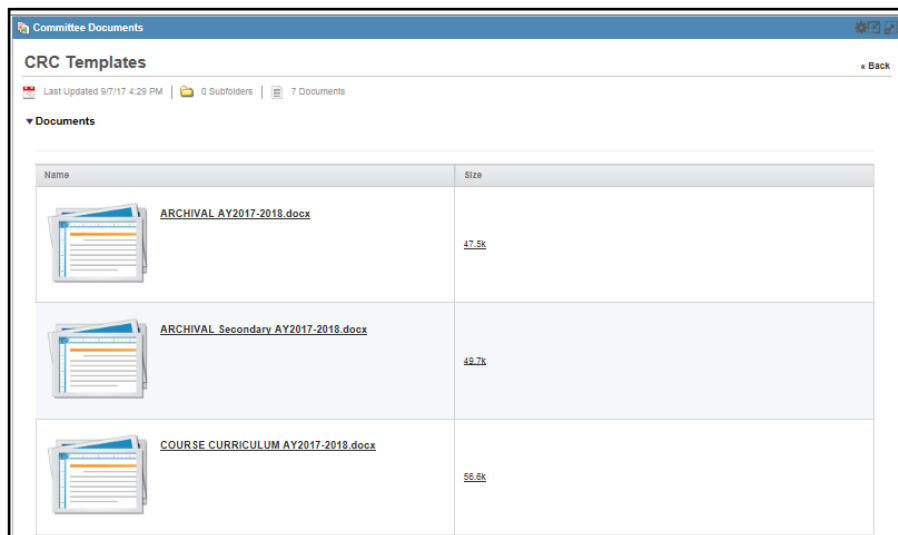
1. To access the most recent Curriculum Manual and approved forms, log into your MyGCC account, click on the **Sites** tab. Choose **Curriculum Review Committee**.



2. To access the manual click on the link **The Curriculum Manual AY 2017-2018**. To access the templates, under folders, click on **CRC Templates**.



3. Download the appropriate form via the CRC Templates folder. These templates are the most current Microsoft Word (MS) curricular form should be used and any other form types will not be accepted by the Curriculum Review Committee (CRC).




CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

4. The form provided is a fillable Word document. To enter text, you will need to click into the various fields. Please note, you will not be able to tab from one field to the next. Once your form is completed, you are ready to begin the ACALOG review/approval process. Use of the MS Word feature, Track Changes, allows for quick reviews as the changes are easily identifiable.

Course Curriculum	
I. TYPE OF ACTION <i>Select the type of action that applies.</i>	
A. <input type="checkbox"/> ADOPTION	
B. <input type="checkbox"/> SUBSTANTIVE REVISION (attach a copy of the most recently approved course curriculum and update the following information) <i>Select all that apply:</i>	
<input type="checkbox"/> Change in number of credit hours	
<input type="checkbox"/> Change in prerequisite(s) that are outside the department	
<input type="checkbox"/> Substantive change in course content	
<input type="checkbox"/> Change (addition, revision, etc.) in Student Learning Outcomes (SLOs)	
<input type="checkbox"/> Describe above changes and specify changes not listed above	
C. NON-SUBSTANTIVE REVISION (attach a copy of the most recently approved course curriculum and update the following information) <i>Select all that apply:</i>	
<input type="checkbox"/> Change in course alpha, number, or title NEW: ALPHA NUMBER TITLE	
<input type="checkbox"/> Wording change in the catalog course description that does not significantly change the substance	
<input type="checkbox"/> Change in the course outline that does not significantly change the Course content	
<input type="checkbox"/> Change in course prerequisites where both course and prerequisite are offered within the same Department	
<input type="checkbox"/> Change in textbook	
<input type="checkbox"/> Other: Click here to enter text.	
D. <input type="checkbox"/> RE-INSTITUTION (attach a copy of the most recently approved course curriculum and update the following information) <i>Justification for course reinstitution:</i> Click here to enter text.	
<i>Arrangements made for students, in compliance with ACCJC Standard II.A.15.</i> Click here to enter text.	



COURSE CURRICULUM

Click here to enter text.
Course Title (Alpha, Number, Course Title)
*if applicable, please indicate former title of course in parenthesis

Click here to enter text. School	Click here to enter text. Department
Click here to enter text. Author(s)	Click here to enter text. Date Submitted

Identify action to be taken below:
Substantive Revision (SR) - all signatories except President

Final approval is given when approved by individual reviewers is verified in Acalog version auditing.

CURRICULUM REVIEW PROCESS QUICK GUIDE

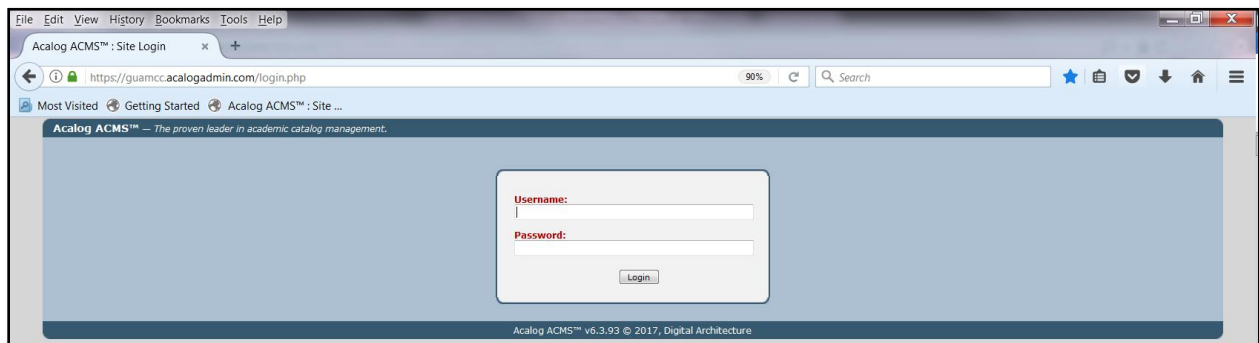
ACALOG for Authors

PART II: SUBMITTING THE FORM THROUGH ACALOG

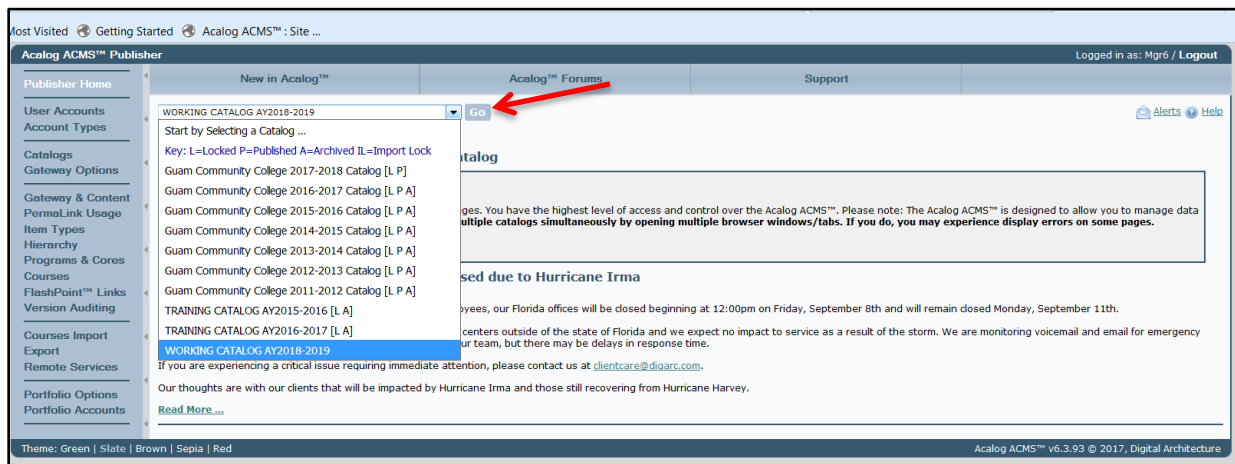
Overview:

Creating an ACALOG audit alert initiates the approval cycle through which other users are invited to approve, reject, and comment to an audit item. Acalog includes an alert system through which users are notified of audit events when they log in to the system and this SOP calls for the user to have the system send an email alert as additional notification. The first audit alert should be generated by an author to the Department Chair. However, the first audit alert may begin with the Department Chair to the Curriculum Review Committee. Below are the steps to start the ACALOG review and approval process beginning with the author.

1. The preferred internet browser is **Mozilla Firefox**. Use of other browsers may result in ACALOG errors or challenges.
2. In the address line key, <https://guamcc.acalogadmin.com> *Please save link to your favorites or bookmarks*
5. Log-in to ACALOG, enter your Username and Password.



6. Select a catalog from the dropdown. Choose **WORKING CATALOG AY2018-2019** and click on **Go**.

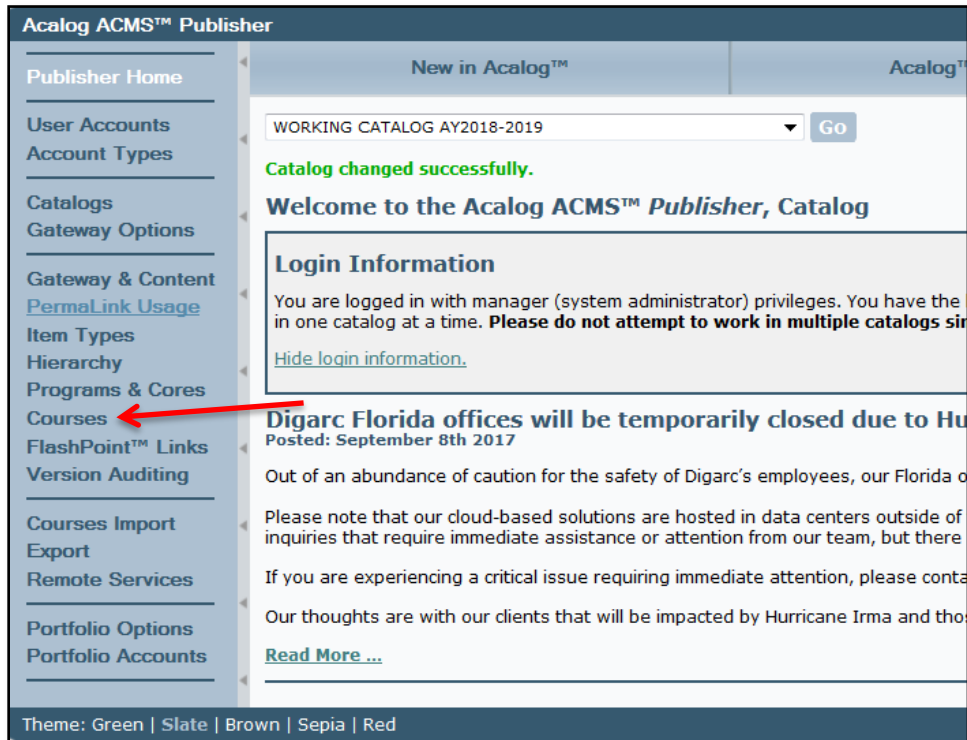


CURRICULUM REVIEW PROCESS QUICK GUIDE

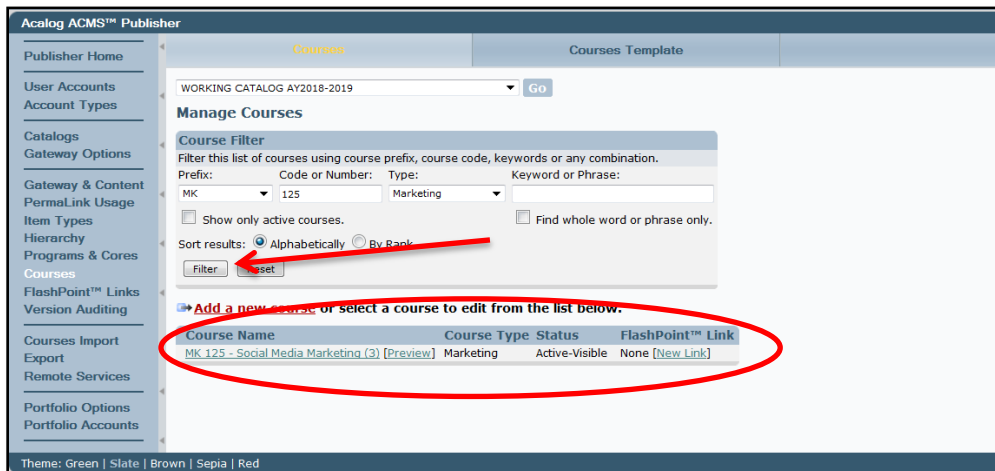
ACALOG for Authors

SUBMITTING EXISTING COURSE FOR REVIEW

1. Once Course Curriculum form is completed by author it is ready for submission via ACALOG. Click on **Courses** located on the left hand side of the page.



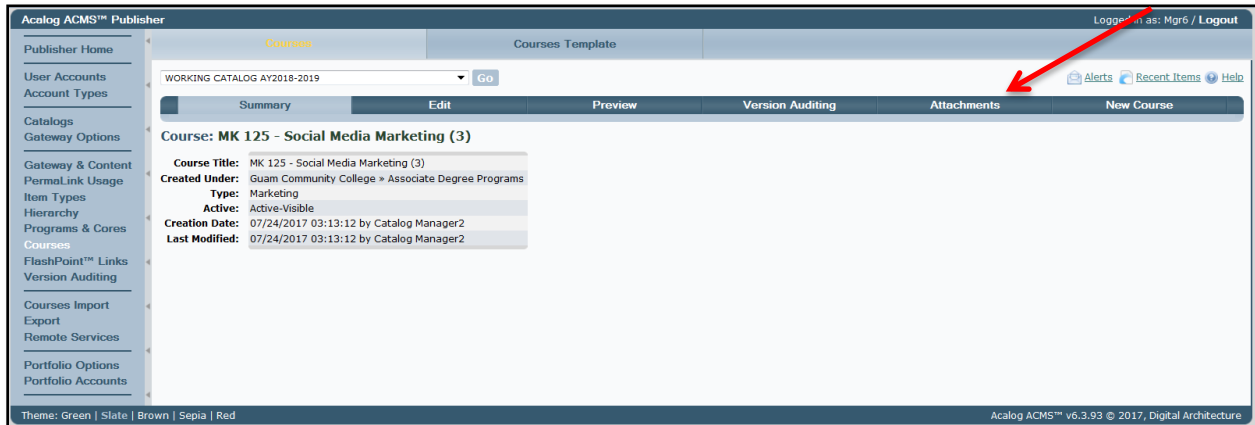
1. To access courses, utilize the **Course Filter**. Enter in following field(s); Prefix, Code or Number, and Type and click on **Filter**. This will bring up the existing course. Click on the course.



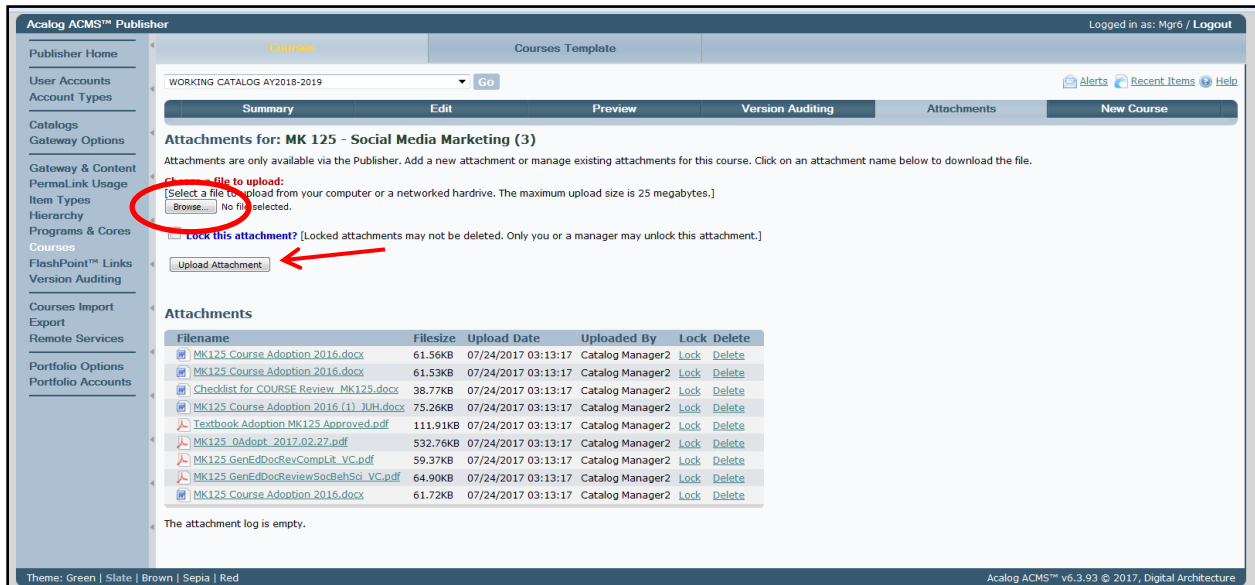
CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

2. Verify that the correct course is chosen. Upload the Course Curriculum form by clicking on the **Attachments** tab.



3. Click on the **Browse** button and choose the file you wish to upload. Once file is chosen, click on **Upload Attachment**. Verify that your attachment successfully uploaded in the **Attachments** field.



Attachments

Filename	Filesize	Upload Date	Uploaded By	Lock	Delete
COURSE CURRICULUM AY2017-2018.docx	62.84KB	09/10/2017 19:14:05	Catalog Manager6	Lock	Delete
MK125 Course Adoption 2016.docx	61.56KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 Course Adoption 2016.docx	61.53KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
Checklist for COURSE Review MK125.docx	38.77KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 Course Adoption 2016 (1) JUH.docx	75.26KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
Textbook Adoption MK125 Approved.pdf	111.91KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 OAdopt 2017.02.27.pdf	532.76KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 GenEdDocRevCompLit_VC.pdf	59.37KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 GenEdDocReviewSocBehSci_VC.pdf	64.90KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 Course Adoption 2016.docx	61.72KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete

CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

5. The next step is to create an audit alert to your Department Chair. In order to do this, click on the **Version Auditing** tab. Click on **add a new audit event alert**.

The screenshot shows the Acalog ACMS Publisher interface. The top navigation bar includes 'Courses', 'Courses Template', and 'Version Auditing' (highlighted with a red arrow). The left sidebar lists various navigation options. The main content area shows the 'Version Auditing: MK 125 - Social Media Marketing' page. The 'Version Status' is 'Unchanged'. Below this, there are links for 'Add a new snapshot', 'add a new audit event alert' (circled in red), 'add a new route', and 'select an audit event to review from the list below'. A table of 'Saved Audit Events' is visible, showing events like 'ATTACHMENT ADDED' and 'ATTACHMENT DELETED' with their respective dates and times. At the bottom, there is a 'Change Version Status' section with a dropdown menu set to 'Unchanged' and a 'Change Version Status' button.

6. First, enter in comments in the comment field, be sure to at the least include the following: Submitted MM-DD-YYYY at HH:MM AM/PM. ACALOG is based on East Coast Time so this will allow reviewers to know when the form was submitted local time.

The screenshot shows the 'New Audit Event Alert' form. The title is 'Version Auditing: MK 125 - Social Media Marketing'. The 'Version Status' is 'Unchanged'. Below the title, there is a section for 'New Audit Event Alert' with a description of what an audit alert does. A note states: 'You must complete required fields.' Below this, there is a section for 'Enter Comments:' with a text area. A red arrow points to the text area, which contains the text 'Submitting for review 09/11/2017 9:41AM TMO'.

7. Under Notify, Make sure the second radio button is selected – **Invite the people selected below to comment on this audit event, and send additional notifications via email.**

The screenshot shows the 'Notify' section of the form. It includes a description of the notification system and two radio buttons. The first radio button is 'Select the people selected below to comment on this audit event, but send no email.' The second radio button is 'Invite the people selected below to comment on this audit event, and send additional notification via email.' (highlighted with a red arrow). Below the radio buttons, there is a note: '[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]'. At the bottom, there is a 'Group:' dropdown menu set to 'Select a group ...' and a 'See Group Members' link.

CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

8. Select your department chair from the list of **Other Editors/Managers**. Note that holding the “Ctrl” key allows for multiple selections.

The screenshot shows a web interface for selecting auditors. On the left, under 'My Event Auditors (Preselected):', there is a list box containing 'Dr. AJay Sunga [Editor]'. On the right, under 'Other Editors/Managers:', there is a list box with five names: 'Cruz, Carol [Editor]', 'Cruz, Donna [Editor]', 'Cruz, Jesse [Editor]', 'Datuin, Theresa Ann [Editor]', and 'De Oro, Vera [Editor]'. The name 'Datuin, Theresa Ann [Editor]' is currently selected and highlighted in blue. Below the list boxes, the text 'Comparison Snapshot:' is visible.

9. Once all fields have been reviewed, click on **Create Audit Event Alert**.

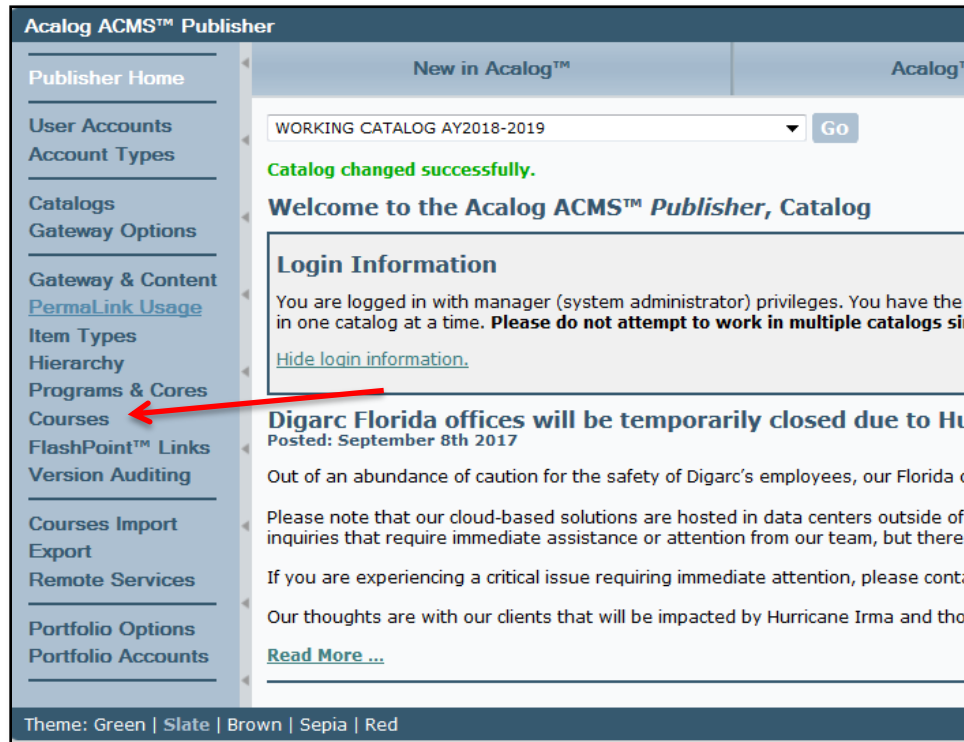
The screenshot shows the 'New Audit Event Alert' form. At the top, it says 'Enter Comments:' followed by a text area containing 'Submitting for review 09/11/2017 9:41AM TMQ'. Below this, there is a 'Notify:' section with two radio buttons. The first radio button is selected and is labeled 'Invite the people selected below to comment on this audit event, but send no email.' The second radio button is labeled 'Invite the people selected below to comment on this audit event, and send additional notification via email.' Below the radio buttons, there is a note: '[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]'. Below this note, there is a 'Group:' dropdown menu set to 'Select a group ...' and a link 'See Group Members'. Below the group selection, there are two list boxes: 'My Event Auditors (Preselected):' containing 'Dr. AJay Sunga [Editor]' and 'Other Editors/Managers:' containing 'Cruz, Carol [Editor]', 'Cruz, Donna [Editor]', 'Cruz, Jesse [Editor]', 'Datuin, Theresa Ann [Editor]', and 'De Oro, Vera [Editor]'. Below the list boxes, there is a 'Comparison Snapshot:' section with a dropdown menu set to 'None' and two buttons: 'Load Comparison' and 'Combine and Show Changes'. Below this, there is a checkbox labeled 'Audit lock this course?' with the text '[Protect it from being edited or having additional audit events created until this event is closed or cancelled.]'. At the bottom, there are two buttons: 'Create Audit Event Alert' and 'Cancel'. A red arrow points to the 'Create Audit Event Alert' button.

CURRICULUM REVIEW PROCESS QUICK GUIDE

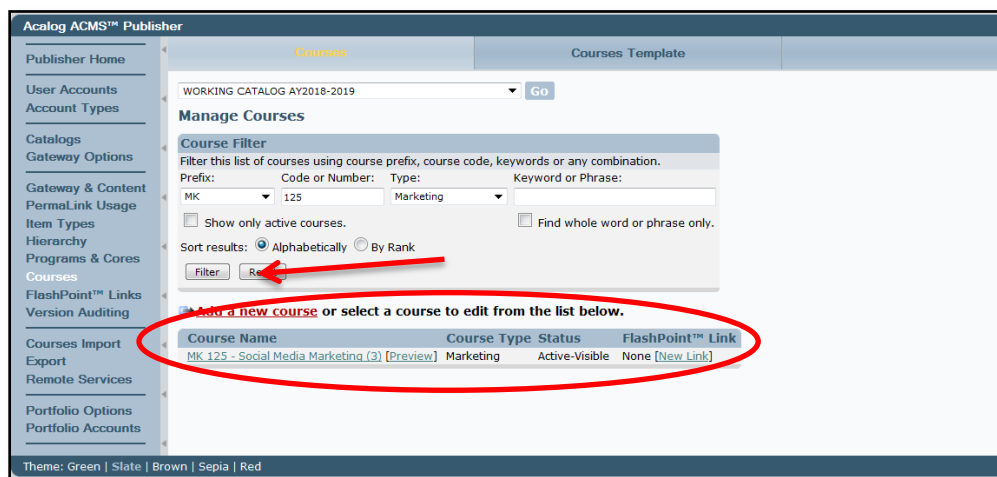
ACALOG for Authors

SUBMITTING NEW COURSE FOR REVIEW

1. Please contact Tina or Rosie prior to submitting a new course for review. Once confirmation has been received by either Tina or Rosie, proceed.
2. Once Course Curriculum form is completed by author and confirmation is received from Registrar's office, it is ready for submission via ACALOG. Click on Courses located on the left hand side of the page.



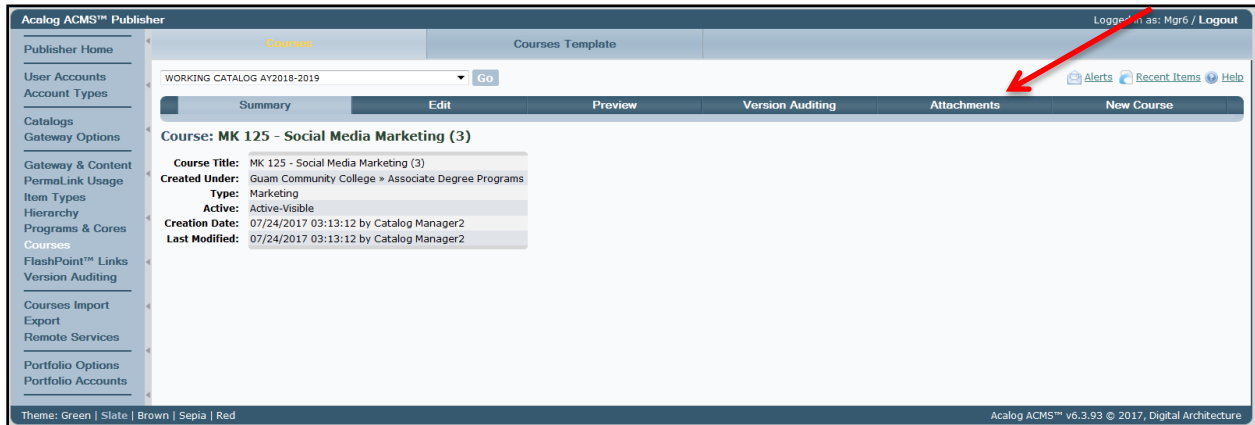
3. To access courses, utilize the course filter. Enter in following field(s); Prefix, Code or Number, and Type and click on **Filter**. This will bring up the existing course. Click on the course.



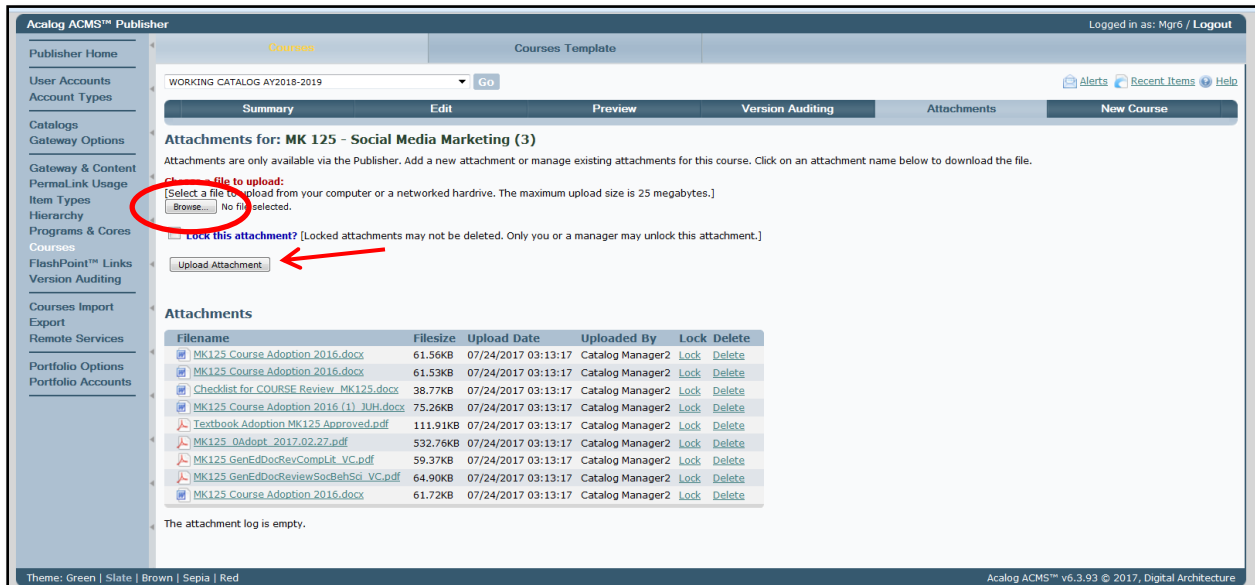
CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

4. Verify that the correct course is chosen. Upload the Course Curriculum form by clicking on the **Attachments** tab.



5. Click on the **Browse** button and choose the file you wish to upload. Once file is chosen, click on **Upload Attachment**. Verify that your attachment successfully uploaded in the **Attachments** field.



Attachments

Filename	Filesize	Upload Date	Uploaded By	Lock	Delete
COURSE CURRICULUM AY2017-2018.docx	62.84KB	09/10/2017 19:14:05	Catalog Manager6	Lock	Delete
MK125 Course Adoption 2016.docx	61.56KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 Course Adoption 2016.docx	61.53KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
Checklist for COURSE Review MK125.docx	38.77KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 Course Adoption 2016 (1) JUH.docx	75.26KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
Textbook Adoption MK125 Approved.pdf	111.91KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 OAdopt 2017.02.27.pdf	532.76KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 GenEdDocRevCompLit_VC.pdf	59.37KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 GenEdDocReviewSocBehSci_VC.pdf	64.90KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
MK125 Course Adoption 2016.docx	61.72KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete

CURRICULUM REVIEW PROCESS QUICK GUIDE

ACALOG for Authors

6. The next step is to create an audit alert to your Department Chair. In order to do this, click on the **Version Auditing** tab. Click on **add a new audit event alert**.

The screenshot shows the Acalog ACMS Publisher interface. The top navigation bar includes 'Courses', 'Courses Template', and 'Version Auditing' (highlighted with a red arrow). The left sidebar contains various navigation options like 'Publisher Home', 'User Accounts', 'Catalogs', etc. The main content area is titled 'Version Auditing: MK 125 - Social Media Marketing'. It shows the 'Version Status' as 'Unchanged'. Below this, there are links to 'Add a new snapshot', 'add a new audit event alert' (circled in red), 'add a new route', and 'select an audit event to review from the list below'. A table of 'Saved Audit Events' is displayed, showing three events: 'ATTACHMENT ADDED', 'ATTACHMENT DELETED', and 'ATTACHMENT ADDED'. At the bottom, there is a 'Change Version Status' section with a dropdown menu set to 'Unchanged' and a 'Change Version Status' button.

7. First, enter in comments in the comment field, be sure to at the least include the following: Submitted MM-DD-YYYY at HH:MM AM/PM. ACALOG is based on East Coast Time so this will allow reviewers to know when the form was submitted local time.

The screenshot shows the 'New Audit Event Alert' form. It includes a title 'Version Auditing: MK 125 - Social Media Marketing' and a 'Version Status: Unchanged'. The main section is titled 'New Audit Event Alert' and contains instructions on creating an audit alert. Below the instructions, there is a text area labeled 'Enter Comments:' with a red arrow pointing to it. The text area contains the text 'Submitting for review 09/11/2017 9:41AM TMO'.

8. Under Notify, Make sure the second radio button is selected – **Invite the people selected below to comment on this audit event, and send additional notifications via email.**

The screenshot shows the 'Notify' section of the form. It includes a title 'Notify:' and a description of the alert system. Below the description, there are two radio buttons. The first radio button is labeled 'Invite the people selected below to comment on this audit event, but send no email.' The second radio button is selected and is labeled 'Invite the people selected below to comment on this audit event, and send additional notification via email.' Below the radio buttons, there is a text area for 'Choose people to notify below' and a 'Group:' dropdown menu.

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ACALOG for Authors

9. Select your department chair from the list of Other Editors/Managers. Note that holding the “Ctrl” key allows for multiple selections.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]

Group: [See Group Members](#)

My Event Auditors (Preselected): **Other Editors/Managers:**

No current event auditors.

Aguilar, Marina [Editor]
Aguilar, Norman [Editor]
Analista, Hernalin [Editor]
Arce, Imelda [Editor]
Artero, Jennifer [Editor]

[Comparison Snapshot:](#)

10. Once all fields have been reviewed, click on **Create Audit Event Alert**.

New Audit Event Alert

Creating an audit alert initiates an approval cycle through which other users, or a group of users, are invited to approve, reject, and comment on revisions to an audit item. To protect an item that is being reviewed, it is recommended that an audit lock is placed on the audit item. If there is an active route in place for this item, the group associated with the route must be included in the alert. You may also choose to include your event auditors or other editors or managers.

You must complete **required** fields.

Enter Comments:

Submitting for review 09/11/2017 9:41AM TMQ

Notify:

[Acalog includes an alert system through which users are notified of audit events when they log in to the system. You may also choose to have the system send an email alert by choosing the appropriate radio button below.]

☐ Invite the people selected below to comment on this audit event, but send no email.

☒ Invite the people selected below to comment on this audit event, and send additional notification via email.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]

Group: [See Group Members](#)

My Event Auditors (Preselected): **Other Editors/Managers:**

Dr. Alay Sunga [Editor]	Cruz, Carol [Editor]
	Cruz, Donna [Editor]
	Cruz, Jesse [Editor]
	Esthony, Theresia [Editor]
	De Oro, Vera [Editor]

Comparison Snapshot:

[You may pre-select the snapshot that will be automatically compared to the current snapshot of this course when other users respond to this audit event.]

Compare to:

☐ **Audit lock this course?** [Protect it from being edited or having additional audit events created until this event is closed or cancelled.]